



**Department of Corrections**  
**ADMINISTRATIVE BULLETIN**

**Subject: RETIRED PEACE OFFICER  
CONCEALED WEAPON PERMIT**

**Number:**

**02-06**

**Date Issued:**

**September 19, 2002**

**Cancelled Effective:**

## **PURPOSE**

The purpose of this Administrative Bulletin (AB) is to provide authorization for the issuance of retired peace officer identification (ID) cards with the endorsement authorizing permission to carry a concealed weapon. This AB supersedes Department Operations Manual (DOM) subsection 55050.22 through 55020.22.9.

## **BACKGROUND**

Penal Code (PC) Sections 12027, 12027.1, and 12031 allow honorably retired peace officers, who meet the training requirement in PC 832, to carry a concealed weapon unless the privilege is revoked or denied by the agency from which they retired. PC 12027 requires the ID card of honorably retired peace officers who have applied for and been approved to carry a concealed weapon include a "Carry a Concealed Weapon (CCW) Approved" endorsement.

It is the California Department of Corrections' (CDC) intent that all retiring peace officers who request a CCW endorsement and who have not been excluded receive their retired ID cards with "CCW Approved" on the last day of their employment.

## **IMPLEMENTATION**

Effective immediately, approving authority for issuing the initial ID cards and CCW endorsements to peace officers retiring from CDC is delegated to the Wardens, Regional Parole Administrators (RPA), Deputy Directors (DD), or Assistant Directors (AD). The DDs and ADs who are non-peace officers shall forward the completed applications to their Chief Deputy Director for approval. The aforementioned hiring authorities shall use the direction in this AB and good judgment to make the approval decisions.

The authority to approve the renewal of previously approved CCW endorsements for all retired peace officers whose histories are clear of any disqualifying factors is delegated to the Chief, Emergency Operations Unit (EOU). The authority to disapprove the renewal or revoke a previously approved CCW endorsement for any retired peace officer whose criminal, medical, or mental histories reflect any disqualifying factors is delegated to the EOU.

Every honorably retired correctional peace officer who has been issued a CCW endorsement shall qualify annually with the firearm being concealed, beginning in the calendar year of the date of issue. Those correctional peace officers listed in PC 830.2(d)(1) and (2) shall be exempt from this requirement pursuant to PC 12027.

<div data-bbox="168 199 360 388" data-label="Image"> </div> <div data-bbox="428 163 964 243" data-label="Section-Header"> <p align="center"><b>Department of Corrections</b> <b>ADMINISTRATIVE BULLETIN</b></p> </div> <div data-bbox="422 302 940 371" data-label="Text"> <p><b>Subject: RETIRED PEACE OFFICER CONCEALED WEAPON PERMIT</b></p> </div>	<p><b>Number:</b>  <b>02-06</b></p>
	<p><b>Date Issued:</b>  <b>September 19, 2002</b></p>
	<p><b>Cancelled Effective:</b></p>

- 2 -


Employees wishing to receive a CCW endorsement on their retired peace officer ID card shall submit the following documents to the Institutional Personnel Officer (IPO), Regional Parole Personnel Liaison (RPPL), or the Chief, Personnel Services Section (PSS) for headquarters' employees, 30 days prior to their last workday:

- CDC Form 894-A, Employee Identification Card Information.
- CDC Form 1050, Request to Carry Concealed Firearms.
- CDC Form 1051, Concealed Firearms Questionnaire (See Attachment A).
- CDC Form 1053, Authorization to Release Medical, Surgical, Psychiatric Care & Treatment Information.

## APPROVAL/DENIAL

When notified that a retiring peace officer employee has requested a CCW endorsement, the IPO, RPPL, or Chief, PSS, for headquarters' employees, shall review the employee's official personnel file (OPF) for institution, parole, and headquarters' employees. The IPO or RPPL using the CDC Form 1053 shall review the employee's Return-to-Work Coordinator/Health and Safety for Workers' Compensation case file, for institution and parole employees. The PSS using the CDC Form 1053 shall review the employee's Return-to-Work Coordinator/Health and Safety for Workers' Compensation case file if any, through the Office of Environmental Health and Safety, for headquarters' employees. The review of the OPF for parole employees will be coordinated by the RPPL with the Office of Personnel Management. These reviews will determine if there are any of the following disqualifying factors:

- Subsequent arrest notifications indicate the employee has any disqualifying arrests or convictions.
- The employee is retiring in lieu of termination for any conduct that could be prosecuted as a felony or a misdemeanor as defined in PC 12021, whether or not the CDC chooses to take punitive action.
- The employee's privilege to carry a concealed weapon pursuant to PC 830.5(c) has been revoked.
- The employee is under investigation for an offense that if the charges were sustained could result in an active employee's dismissal from CDC (i.e., misdemeanor violations listed in PC 12021 and violent offenses listed in PC 12021.1).

<div style="text-align: center;">  <p><b>Department of Corrections</b>  <b>ADMINISTRATIVE BULLETIN</b></p> <p><b>Subject: RETIRED PEACE OFFICER  CONCEALED WEAPON PERMIT</b></p> </div>	<b>Number:</b> <p style="text-align: center;"><b>02-06</b></p>
	<b>Date Issued:</b> <p style="text-align: center;"><b>September 19, 2002</b></p>
	<b>Cancelled Effective:</b>

- 3 -

- The employee is retiring because of a psychological disability or has been found to have a psychological disability in the adjudication of a workers' compensation claim or indicated in any other document.

The IPO/RPPL/PSS shall complete CDC Form 1052, Endorsement to Carry Concealed or Loaded Firearm (See Attachment B), for submission to the Warden/RPA/DD/AD.

The IPO/RPPL/PSS shall fax CDC Form 1054, Office of Investigative Services CCW Clearance Report (See Attachment C), to the Special Agent-In-Charge at the Office of Investigative Services. The Special Agent-In-Charge shall determine if the employee is currently under investigation for a prohibiting offense. The Special Agent-In-Charge shall document the information on the CDC Form 1054 and fax it back to the IPO/RPPL/PSS within 48 hours of receipt.

The IPO/RPPL/PSS shall submit the completed CDC Forms 1050, 1051, 1052, 1054, and 650A, Golden Rod ID card, to the Warden/RPA/DD/AD for review. The Warden/RPA/DD/AD will review the entire package and determine if the CCW endorsement is to be issued. A CCW endorsement is to be issued on the day of retirement unless the employee has any of the listed disqualifying factors. The Warden/RPA/DD/AD can also show good cause to deny or revoke the CCW endorsement for reasons not outlined above such as acts of violence, or for acts which jeopardize the safety of the public, staff, or inmates.


The Warden/RPA/DD/AD maintains the option following issuance of a CCW endorsement to secure two copies of FD-258, Department of Justice (DOJ) Fingerprint Card.

If the CCW endorsement is denied, the Warden/RPA/DD/AD shall notify the employee in writing of the decision and advise him/her of the appeal process. The Warden/RPA/DD/AD will also advise the EOU by a copy of the letter of denial, along with any supporting documentation upon which the decision was based.

If the CCW endorsement is approved, the IPO/RPPL/PSS shall:

- Issue the CDC Form 650A or "Identex" equivalent with the "CCW Approved" endorsement and the notation "CCW Approved Expires: \_\_\_\_" (five years from date of issue) to the retiring employee.
- Forward the entire application package to the EOU. EOU shall review the package for quality control and add the retiree's name to the departmental database for CCW endorsements.

An employee who has been denied may appeal to the Director in writing within 15 days following notice denying/revoking an endorsement to carry a concealed weapon. The appeal shall describe the reasons the decision to deny/revoke the endorsement should be reversed.

 <p style="text-align: center;"><b>Department of Corrections</b> <b>ADMINISTRATIVE BULLETIN</b></p> <p><b>Subject: RETIRED PEACE OFFICER CONCEALED WEAPON PERMIT</b></p>	<b>Number:</b>
	<b>02-06</b>
	<b>Date Issued:</b>
	<b>September 19, 2002</b>
	<b>Cancelled Effective:</b>

- 4 -

The employee shall be notified in writing of the Director's decision. A copy of the notice shall be provided to the EOU. If the CCW endorsement is denied, the notice shall include the process for the retiree to request a good cause hearing. If requested, the EOU will convene a review board pursuant to PC 12027.1(d).

### **RENEWAL OF ENDORSEMENT**

Retirees requesting renewal of a CCW endorsement are to obtain, complete, and submit the forms listed below to the EOU 60 days prior to the expiration date on his/her current identification card. The retiree may request the forms listed below for renewal at any CDC personnel office (institutions, parole regional headquarters, and CDC headquarters) regardless of the hiring authority. That personnel office shall be responsible to obtain a current photo, process the CDC 894A, fingerprint the applicant, and send the entire package to EOU for processing.

- CDC Form 894-A.
- CDC Form 1050.
- CDC Form 1051.
- CDC Form 1053.
- FD 258. Fingerprint the retiree (for first renewal request only) and submit two completed fingerprint cards, indicating EOU as the OCA in the "Your NO." box, to Selections and Standards who will forward the FD 258 to DOJ. (If using Live Scan Service forms the field is called "Your Number".) The results from DOJ shall not be required prior to the issuance of the CCW renewal.

The EOU shall review the documents. A CCW endorsement is to be issued unless there is good cause to deny/revoke for reasons outlined in Approval/Denial above. If the endorsement is approved, the EOU shall facilitate the issuance of the CDC Form 650A or "Identex" equivalent, with the "CCW Approved" endorsement and the notation "CCW Approved Expires: \_\_\_\_\_"(five years from date of issue to the retiree).

If, for administrative or procedural purposes, an extension of the privilege to carry a concealed firearm is necessary, the EOU may authorize an extension of up to 90 days.



**Department of Corrections**  
**ADMINISTRATIVE BULLETIN**

**Subject: RETIRED PEACE OFFICER  
CONCEALED WEAPON PERMIT**

**Number:**

**02-06**

**Date Issued:**

**September 19, 2002**

**Cancelled Effective:**

**- 5 -**

**DENIAL OF A REQUEST FOR RENEWAL OR REVOCATION OF AUTHORIZATION TO  
CARRY A CONCEALED WEAPON**

If the CCW renewal application is denied, the same procedure as outlined in Approval/Denial above shall be followed.

If CDC receives a subsequent arrest notification from DOJ that reflects that a retiree with a CCW endorsement or a retiree requesting renewal of a CCW endorsement has been arrested or convicted of a prohibiting offense, the report is to be referred to the EOU. The EOU shall determine if the CCW endorsement is to be revoked or the renewal denied.

If the CCW endorsement is to be revoked/denied, the EOU shall notify the retiree of the intended action and advise him/her of the appeal process. The EOU shall request the retiree to surrender the ID card with the "CCW Approved" endorsement and have a retired ID card without the "CCW Approved" endorsement issued. If the retiree refuses to surrender the ID card, the CDC will retrieve the revoked/denied ID card.

A retiree who has been denied may appeal to the Director in writing within 15 days following notice denying/revoking a CCW endorsement. The appeal shall describe the reasons the decision to deny/revoke the CCW endorsement should be reversed.

The retiree shall be notified in writing of the Director's decision. A copy of the notice shall be provided to the EOU. If the CCW endorsement is denied, the notice shall include the process for the retiree to request a good cause hearing. If requested, the EOU will convene a review board pursuant to PC 12027.1(d).

The EOU shall notify the retiree in writing of the final action.

**OTHER REQUESTS FOR CCW ENDORSEMENTS**

A retiree who did not request a CCW endorsement at retirement and decides to obtain one later may submit a request for a new retired ID card to the Warden/RPA/DD/AD as appropriate at any time. The retiree shall obtain, complete, and submit the forms listed above at the appropriate CDC Institution/Headquarters Personnel Office or Regional Parole Headquarters. The retiree shall also submit two completed FD258. The retiree may go to an institution or other CDC facility to be fingerprinted at no charge. The retiree may also go to a local police department to be fingerprinted, but will be responsible for any charges. The approval process shall be the same as outlined above; however, the DOJ response to the fingerprint check must be received and reviewed for disqualifying factors prior to the CCW endorsement being issued.



**Department of Corrections**  
**ADMINISTRATIVE BULLETIN**

**Subject: RETIRED PEACE OFFICER  
CONCEALED WEAPON PERMIT**

**Number:**

**02-06**

**Date Issued:**

**September 19, 2002**

**Cancelled Effective:**

- 6 -

Each of the following new/revised forms may be ordered from Prison Industry Authority on a CDC Form 1853, Reproduction Order:

- CDC 1051 (Rev 07/02) is a four page form. Each page is one sided, printed on 8 1/2" x 11", 3 part NCR paper. Each page is ordered in sets of 167.
- CDC 1052 (Rev 07/02) is a one sided form and will be printed on 8 1/2" x 11", white bond paper in quantities of 500 sets.
- CDC 1054 (07/02) is a one sided form and will be printed on 8 1/2" x 11", white bond paper in quantities of 500 sets.

Please inform all persons concerned with the contents of this AB, which shall remain in effect until incorporated into the DOM Chapter 3, Article 7. For further information, you may contact S. E. Facciola, Chief, EOU, at (916) 324-8995.

KATHY M. KINSER  
Chief Deputy Director  
Support Services